



# Weekly Management Report

## April 17, 2020

- 1. Report**                      February 2020 Operating Results  
**Water & Power Department**
  
- 2. Agenda**                      Burbank-Glendale-Pasadena Airport Authority Meeting  
On Monday, April 20, 2020 via teleconference.  
**Burbank-Glendale-Pasadena Airport Authority**





## CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

**DATE:** April 2, 2020  
**TO:** BWP Board  
**FROM:** Jorge Somoano, General Manager, BWP  
**SUBJECT:** February 2020 Operating Results

**\*Please note that changes from last month's report are in BOLD**

### SAFETY

**For the month of February, BWP experienced one OSHA recordable injury. BWP's 12 month rolling rate for end of February remains at 4.2.**



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average  
 PASMA - Public Agency Safety Management Association (Utilities only Data)  
 APPA - American Public Power Authority - All Members

### Water Estimated Financial Results

For the month of February, Potable Water usage was 14% (47 million gallons) higher than budgeted and Potable Water Revenues were \$468,000 higher than budgeted. Recycled Water usage was 14% (7 million gallons) lower than budgeted and Recycled Water Revenues were \$22,000 lower than budgeted. February Water Supply Expenses were \$594,000 higher than budgeted as there was no local water production due to a coordinated shutdown of Valley Pumping Plant, and work performed on the B-5 connection, in tandem with work performed at the Valley Forebay. February's Gross Margin was \$141,000 lower than budgeted. Net Income was a loss of \$381,000, which was \$141,000 lower than budgeted.

February fiscal-year-to-date (FYTD) Potable Water usage was 1% (31 million gallons) higher than budgeted. FYTD February Potable Water Revenues were \$206,000 higher than budgeted. FYTD Recycled Water usage was 3% (21 million gallons) lower than budgeted and Recycled Water Revenues were \$23,000 lower than budgeted. FYTD Water Supply Expenses were \$212,000 higher than budgeted. The FYTD February Gross Margin was \$1,000 better than budgeted. Operating Expenses were \$1,379,000 lower than budgeted. Net Income was \$1,647,000, which was \$1,404,000 better than budgeted.

### Electric Estimated Financial Results

For the month of February, electric loads were 5% lower than budget. Retail Sales were \$110,000 lower than budgeted. February Power Supply Expenses were \$53,000 lower than budgeted. February's Wholesale Margin was \$1,000 higher than budgeted. February's Gross Margin was \$237,000 lower than budgeted. Net Income was a loss of \$1,787,000, which was \$237,000 lower than budgeted.

FYTD February electric loads were 6% lower than budget. Retail Sales were \$4,981,000 lower than budgeted. FYTD Power Supply Expenses were \$8,359,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load), higher than planned annual true up, and lower than planned O&M expenses. FYTD Wholesale Margin was \$357,000 lower than budgeted. FYTD Gross Margin was \$2,327,000 better than budgeted. February FYTD Operating Expenses were \$2,036,000 lower than budgeted. Net Income was \$5,335,000, which was \$4,565,000 better than budgeted.

## WATER DIVISION

### State Water Project Update

On January 24, 2020 the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A amounts from 10% to 15%. Allocations are reviewed monthly based on snowpack and runoff information and are typically finalized by May. Precipitation in the Northern Sierra is at 63% of average to date. Statewide snowpack is 76% of normal for this date. The state gets about 30% of its annual water supply from snowpack. Snow water content is one factor in determining allocation amounts along with reservoir storage and releases necessary to meet water supply and environmental demands.

Lake Oroville, the SWP's largest reservoir, is currently at 61% of capacity and 94% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 74% of capacity and 112% of average. In Southern California, SWP's Castaic Lake is at 72% of capacity and 87% of average.

The 15% allocation amounts to 635,434 acre-feet of water.

### Burbank's Water Use

The table below shows water use in Burbank during February 2020 compared to February 2019 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's water use based on a 12-month rolling average.

	<b>Average Monthly Use</b>	<b>Rolling 12-Month Average</b>
<b>February 2019</b>	<b>98 gpcd</b>	<b>134 gpcd</b>
<b>February 2020</b>	<b>124 gpcd</b>	<b>136 gpcd</b>

These figures show annual water use is well below the target average use of 157 gpcd that must be met by the year 2020.

### Burbank Operating Unit (BOU) Water Production

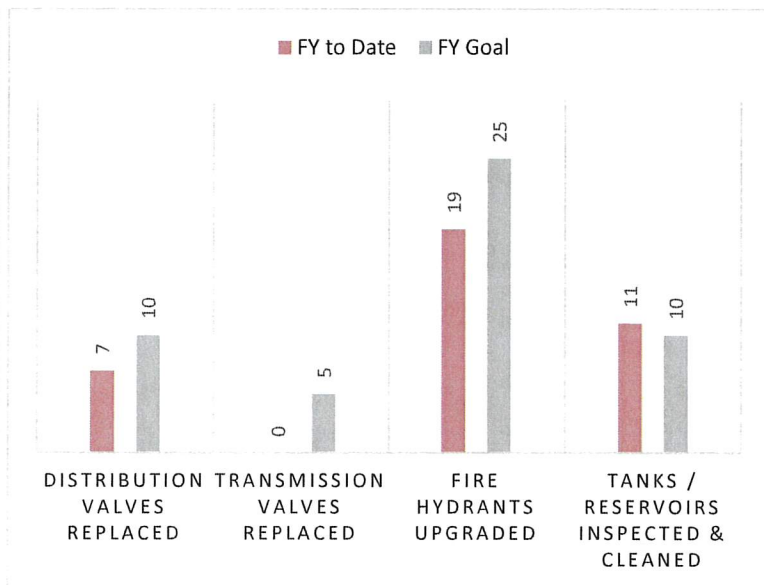
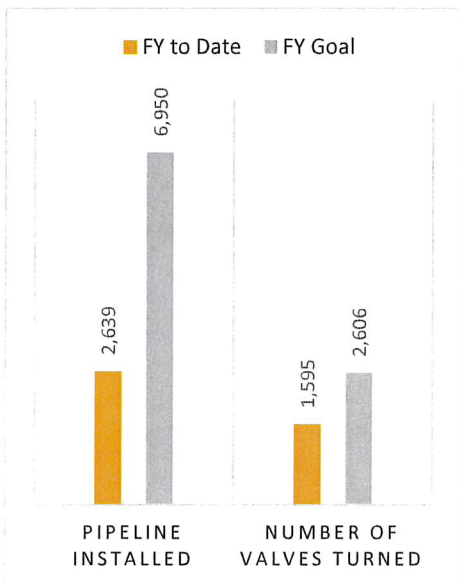
The table below provides the operational data for the BOU for the rolling quarter of December through February. The BOU was off for the month of February, the small flow recorded was delivered on January 31, but recorded on February 1. The contract operator performed preventative maintenance activities and replaced carbon in one half of the vapor carbon beds during the shutdown, because the wells and BOU was off there were no water quality samples collected at the BOU.

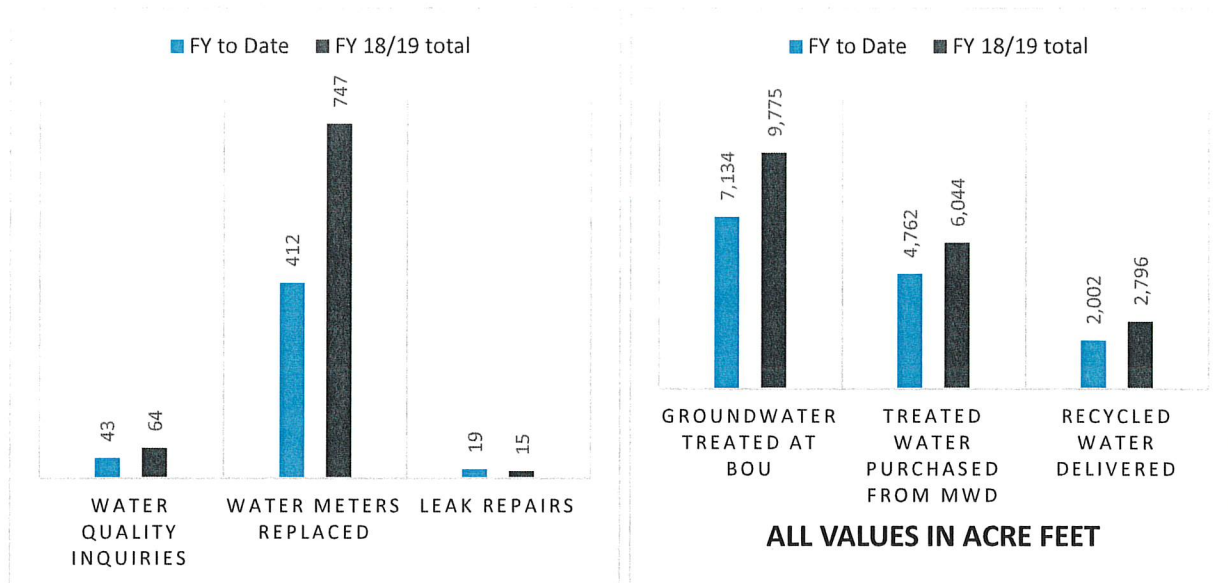
	Capacity Factor	Average Flow Rate (FY Total)
Dec '19	90.58%	8152 gpm
Jan '20	91.4%	8226 gpm
Feb '20	.76%	69 gpm

The BOU was off for the month of February due to planned maintenance activities of both MWD and BWP. MWD conducted the East Valley Feeder (EVF) shutdown on February 3 - 16, 2020. The purpose of this shutdown was to remove and replace piping and valves associated with the Greg Avenue Pump Station Rehabilitation Project. MWD's project included the installation of two new pumps and motors, new control building and surge tanks, reconfiguration of the service Connection B-05, and replacement of several valves. Following the successful EVF shutdown, MWD conducted a second shutdown from February 18-22, 2020, which included the MWD Foothill Feeder and Jensen Treatment Plant. This outage was from Castaic Lake to Jensen Plant which allowed the California Department of Water Resources (DWR) to make repairs on a 132" isolation valve. BWP took advantage of the two MWD shutdowns to perform joint replacement and crack repair at the Valley Plant Forebay. The Forebay work extended through the month of February.

**Key Performance Indicators**

The graphs below illustrate the progress the Water Division has made on key performance measures.





### Leak Alert Notifications

During the Fall of 2009, BWP began installing an Automated Metering Infrastructure (AMI) System by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The water use was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed throughout the City. The data was “backhauled” or bundled using the Tropos radio system and delivered to database servers that accepted and processed the meter data. Full deployment of the system (approximately 26,000 endpoints) was completed in 18 months.

Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing Leak Alert service to residents who registered to receive notifications. This service, Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, we have provided 11,756 leak alerts to customers. Unfortunately, a high volume of communication modules are not working reliably and replacement units are no longer produced.

**As of February 2020, 3,187 communication modules are not working properly out of 26,991 meters (about 12%).** We previously notified customers who participate in the Leak Alert Program that the failure of these communication modules prevents the sending of Leak Alert Notifications, and due to continued failures, we are now in the process of notifying additional customers.

### Projects

#### Drinking Fountains

**As part of a joint venture with Parks & Recreation and Community Development, the Water Division continues to install and update old drinking fountains at various parks. This particular fountain is one of three that were upgraded at Maxam Park.**







## ELECTRIC DISTRIBUTION

### ELECTRIC RELIABILITY

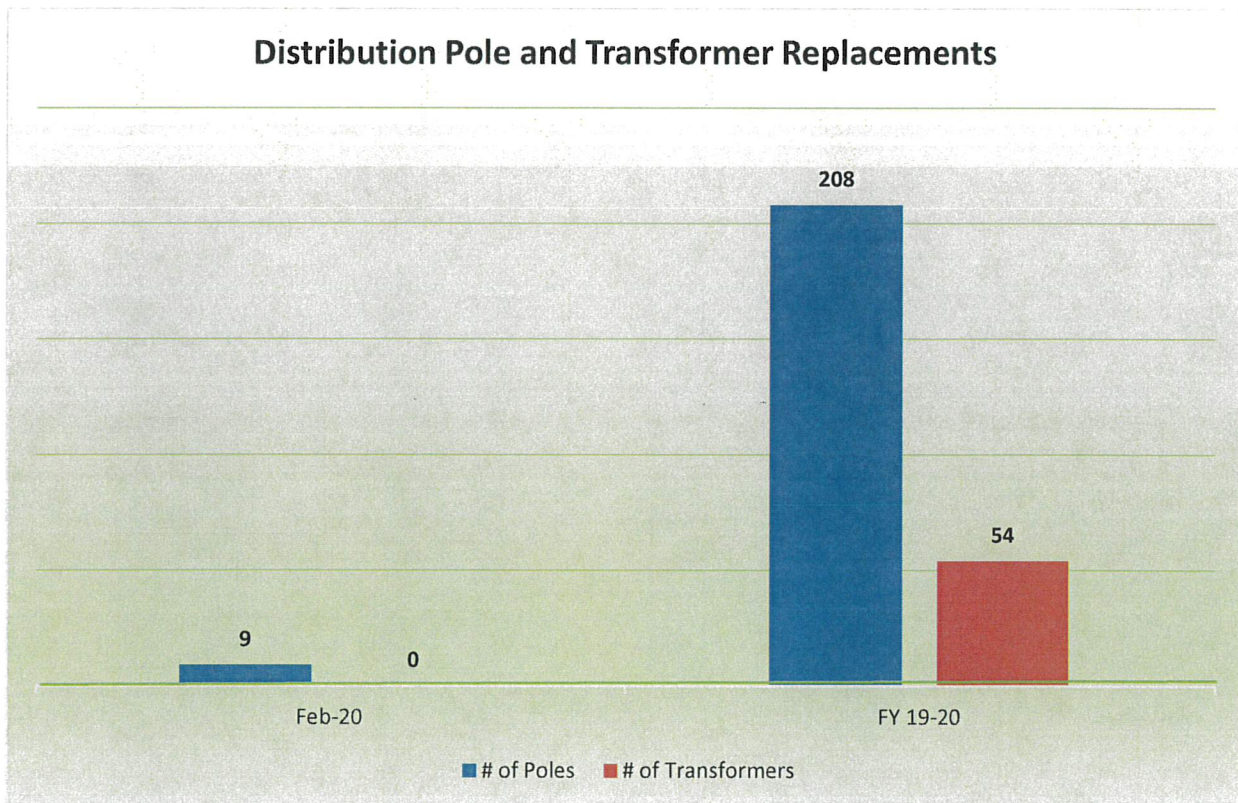
In February 2020, BWP did not experience any sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,483,589 customer minutes.

Reliability Measurement	March 2018 – February 2019	March 2019 – February 2020
<b>Average Outages Per Year (SAIFI)</b>	<b>0.4654</b>	<b>0.2516</b>
<b>Average Outage Duration (CAIDI)</b>	<b>45.98 minutes</b>	<b>14.66 minutes</b>
<b>Average Service Availability</b>	<b>99.9959%</b>	<b>99.999%</b>
<b>Average Momentary Outages Per Year (MAIFI)</b>	<b>0.42784</b>	<b>0.3543</b>
<b>No. of Sustained Feeder Outages</b>	<b>11</b>	<b>4</b>
<b>No. of Sustained Outages by Mylar Balloons</b>	<b>3</b>	<b>2</b>
<b>No. of Sustained Outages by Animals</b>	<b>0</b>	<b>0</b>
<b>No. of Sustained Outages by Palm Fronds</b>	<b>3</b>	<b>0</b>

## PROJECT UPDATES

### Electric Asset Data Report - Distribution Poles and Transformers

Distribution poles and transformers are installed or replaced as part of the overall improvement of the electric system. Staff performs pole-loading and transformer-loading analysis to determine if poles and transformers need to be replaced preemptively and when we plan to “touch” them, such as during 12 kV conversion projects. In addition, deteriorated poles are identified from the pole inspection program and prioritized for replacement based on condition. The following poles and transformers have been installed and/or replaced this fiscal year:



In the month of February, the total number of poles installed in FY19-20 was 199. The February operations report incorrectly listed this as 203 poles.

### 34.5 kV Circuit Breaker Replacement for McCambridge Lincoln-McCambridge Line

The 34.5 kV oil-filled circuit breaker (OCB) used for isolating McCambridge Lincoln-McCambridge Line was not opening as quickly as designed. This circuit breaker was originally installed in 1965. After performing additional maintenance on this

circuit breaker, it was determined that it could not be brought back to original design specifications. As such, this circuit breaker was removed and replaced with a new vacuum circuit breaker (VCB). The new VCB opens faster than the original OCB, which means it does a better job of protecting equipment and reducing arc flash exposure to personnel.



Original 34.5 kV Oil Circuit Breaker



New 34.5 kV Vacuum Circuit Breaker

### New Alley near Rogers Place and Keeler

As part of the Caltrans I-5 widening project, the northbound I-5 on ramp at San Fernando was rebuilt. A part of this work included constructing a new alley by Security Paving, a contractor for Caltrans, which required undergrounding of BWP electric as well as streetlight facilities. A total of 3 utility poles, 4 streetlight poles, and 266 feet of overhead conductor were removed. A new pad mount transformer service and associated pull boxes were installed to maintain the feeds to the adjacent apartment buildings serving 54 residential units. Streetlights were relocated and new LED lighting was installed.



Before



After

## **STREET LIGHTING**

### **LED Replacement Program**

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. To date, 64.09% of the total streetlight luminaires have been

converted to LEDs, which translates to an annualized energy savings of 3,609MWh or a 38.95% reduction in energy consumption. LED conversions have also reduced evening load by 824kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

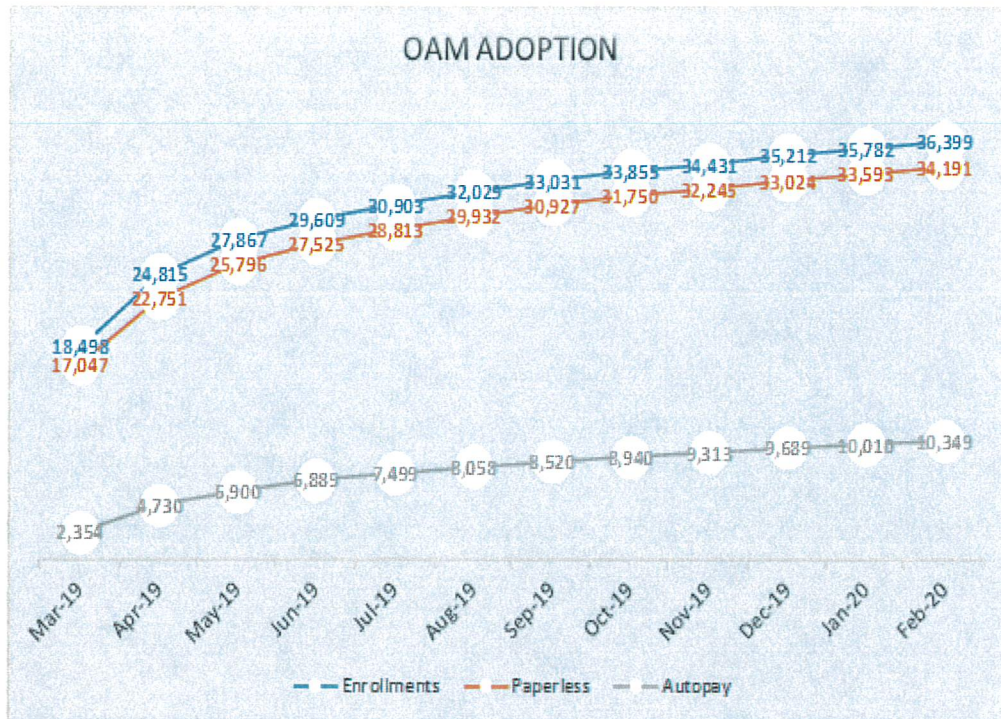
## **CUSTOMER SERVICE**

### **Customer Service Operations**

After hiring additional Customer Service Representatives (CSR) in January, our Contact Center is now fully staffed. Our new CSRs have learned how to answer various types of calls and continue to expand their skillsets with new tasks. The Contact Center performance is expected to improve in the next few months as these new employees grow their working knowledge.

### **Online Account Manager**

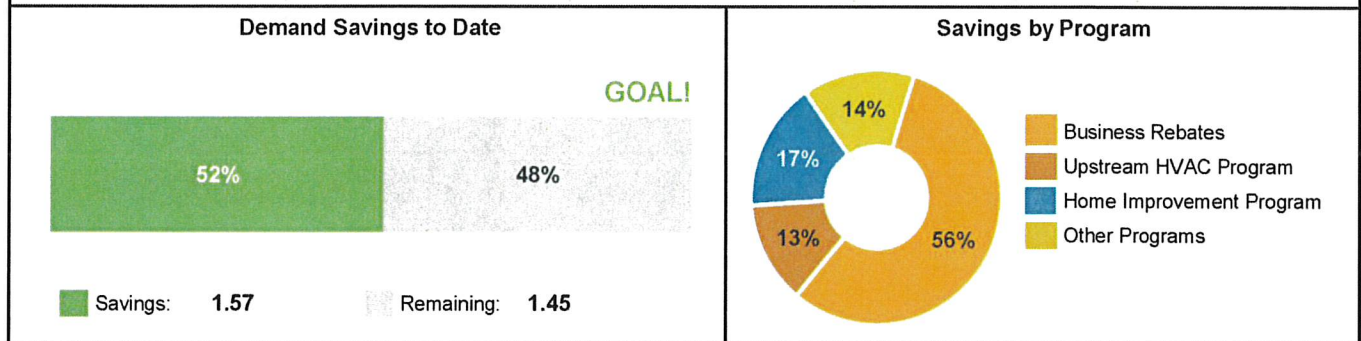
The adoption of the Online Account Manager (OAM) continues to be 49% of all active accounts. Of all registered accounts, close to 90% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive Customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by 2021. **Below is the chart outlining activity for the Online Account Manager:**



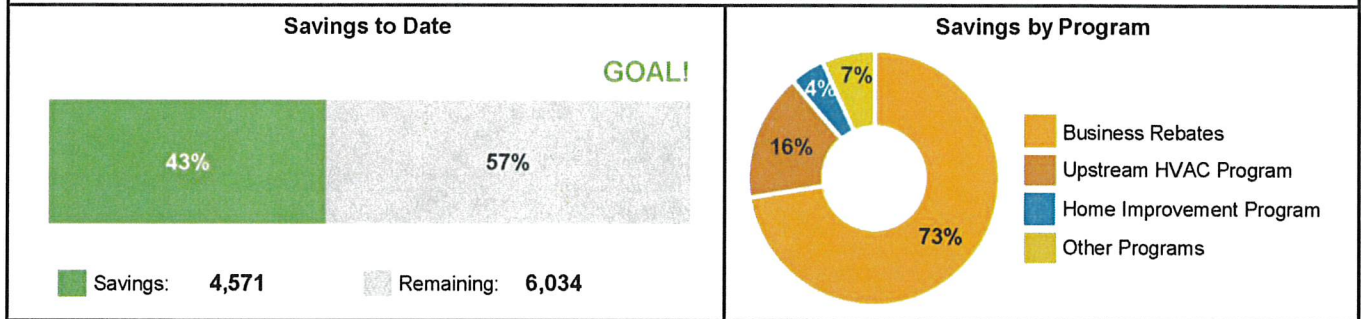
	Active	% of Total Active Accounts
Enrollment	25,997	50%
Paperless	22,172	42%
Autopay	14,493	26%

## Energy Efficiency Savings FYTD 2019-2020 Period ending on 02/29/2020

1% Demand Goal = 3.02 MW

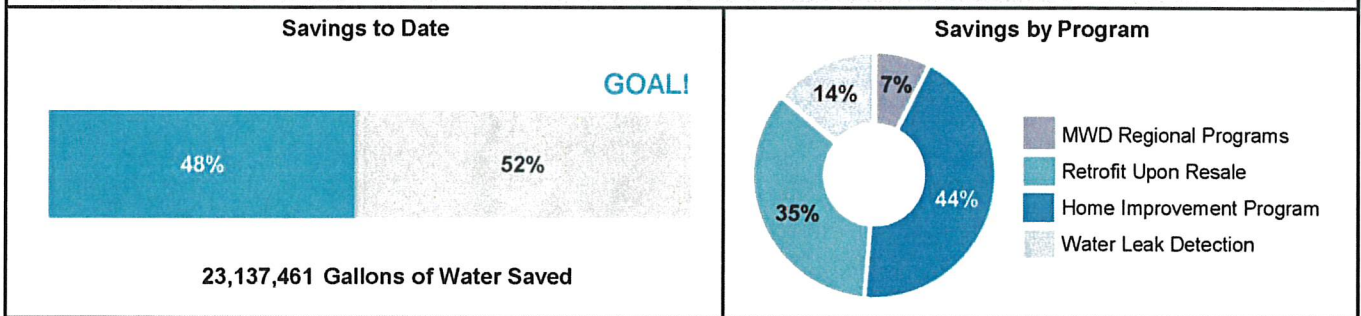


1% Consumption Savings Goal = 10,605 MWh



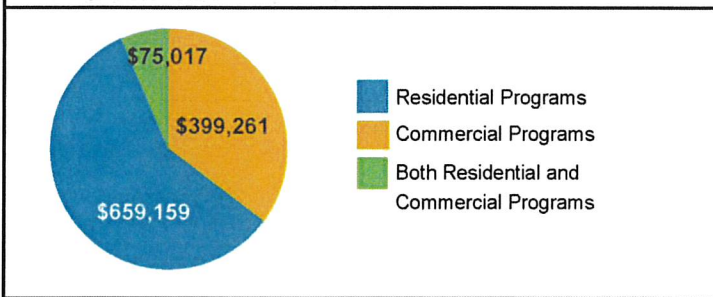
## Water Savings Goal FYTD 2019-2020

1% (48,457,099 Gallons) Potable Water Savings Goal

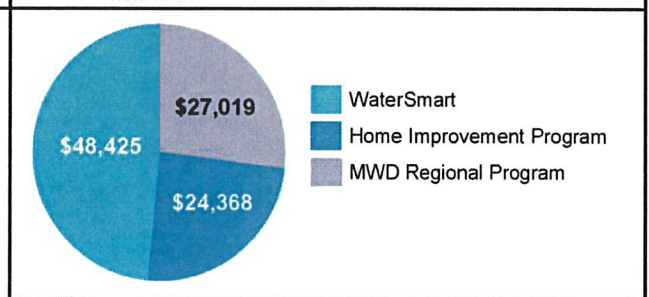


## Efficiency Investments FYTD 2019-2020

Electric Programs: \$1,133,437



Water Programs: \$99,812



## **Electric Vehicle (EV) Charging Program**

Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of November 1, 2019, pricing for public EV charging is \$0.1753 per kilowatt-hour (kWh) for Level 1 and Level 2. For the DC Fast Chargers, the charging rate is \$0.2817 per kWh.

Month of usage	Chargers Available	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Charging Occupancy
<b>Feb 2020</b>	<b>46</b>	<b>32,566</b>	<b>\$5,081</b>	<b>13,674</b>	<b>26.1</b>	<b>22%</b>	<b>22%</b>
Jan 2020	39	27,675	\$4,792	11,623	20.8	22%	18%
Dec 2019	40	23,910	\$4,463	10,042	17.9	22%	17%
Nov 2019	42	17,028	\$3,336	7,152	13.2	23%	14%
Oct 2019	35	16,847	\$3,175	7,076	13	22%	14%
Sep 2019	34	15,978	\$3,099	6,711	12	24%	16%
Aug 2019	36	17,738	\$3,638	7,450	13	24%	14%
Jul 2019	41	19,804	\$3,765	8,318	15	22%	16%
Jun 2019	42	24,374	\$4,303	10,237	19	21%	23%
May 2019	42	25,756	\$4,783	10,818	19	21%	22%
Apr 2019	42	26,501	\$4,981	11,131	20	21%	20%
Mar 2019	42	24,810	\$4,507	10,420	18	20%	17%
Feb 2019	44	20,127	\$3,277	8,453	17	23%	17%
Jan 2019	44	20,706	\$3,511	8,696	16	22%	18%
Dec 2018	45	22,889	\$3,991	9,613	18	21%	19%
Nov 2018	45	22,145	\$3,879	9,301	18	20%	20%
Oct 2018	45	23,141	\$3,957	9,719	18	20%	21%
Sep 2018	45	18,592	\$3,665	7,809	17	18%	20%

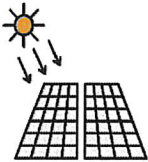

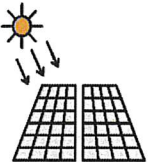

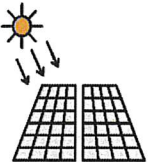

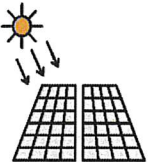

**One charging port was out of service during February. The DC Fast Charger at the Hollywood-Burbank Airport has a malfunctioning modem. BWP staff has arranged for the delivery of a replacement modem in the month of March, which will be installed by BWP staff.**

Port Location	# of Ports	Out of Service Date	Issue	Expected Back in Service Date	Back in Service Date
Hollywood-Burbank Airport	1	20-Jan	Unknown at this time	20-Mar	



## Rooftop Solar and Battery Installations

The table below tracks the total number and capacity of installed customer-owned rooftop solar photovoltaic systems and battery installations in Burbank.

<b>Customer Rooftop Solar Installations</b>					
February 2020					
 Solar Installations	<b>13</b>	<b>7.05</b>	<b>0.09</b>	 Battery Installations	<b>1</b>
	Residential	Avg. Size (kW)	Installed Capacity (MW)		Total Installations
 Solar Installations	<b>0</b>	<b>0.00</b>	<b>0.00</b>	 Battery Installations	<b>15</b>
	Commercial	Avg. Size (kW)	Installed Capacity (MW)		Power (kW)
					<b>40.5</b>
					Energy (kWh)
Total Installations in Burbank (All Time)					
 Solar Installations	<b>821</b>	<b>4.86</b>	<b>4.17</b>	 Battery Installations	<b>14</b>
	Residential	Avg. Size (kW)	Installed Capacity (MW)		Total Installations
 Solar Installations	<b>50</b>	<b>87.05</b>	<b>4.35</b>	 Battery Installations	<b>110</b>
	Commercial	Avg. Size (kW)	Installed Capacity (MW)		Power (kW)
					<b>306.0</b>
					Energy (kWh)

## TECHNOLOGY

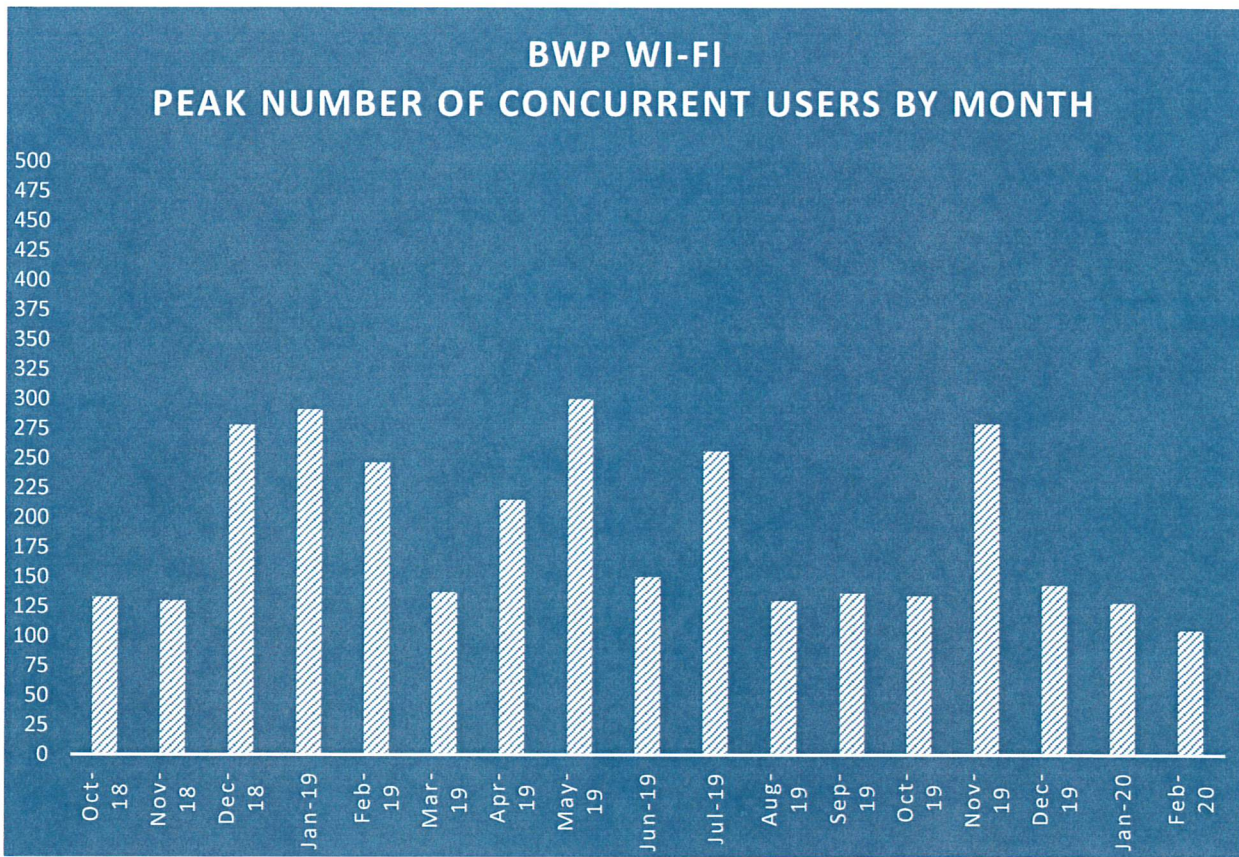
### Broadband Services (ONE Burbank)

	February 2020 New Orders	Revenues for February 2020	FYTD 2019-20 Revenues	FYTD Budget
Lit	1	\$109,661	\$905,760	\$1,026,667
Dark	0	\$187,189	\$1,642,445	\$1,540,000
<b>Total</b>	<b>1</b>	<b>\$296,850</b>	<b>\$2,548,205</b>	<b>\$2,566,667</b>

### BWP WiFi

On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

The table below reports the number of users that are active and communicating to the internet (email, browsing, streaming, etc.)



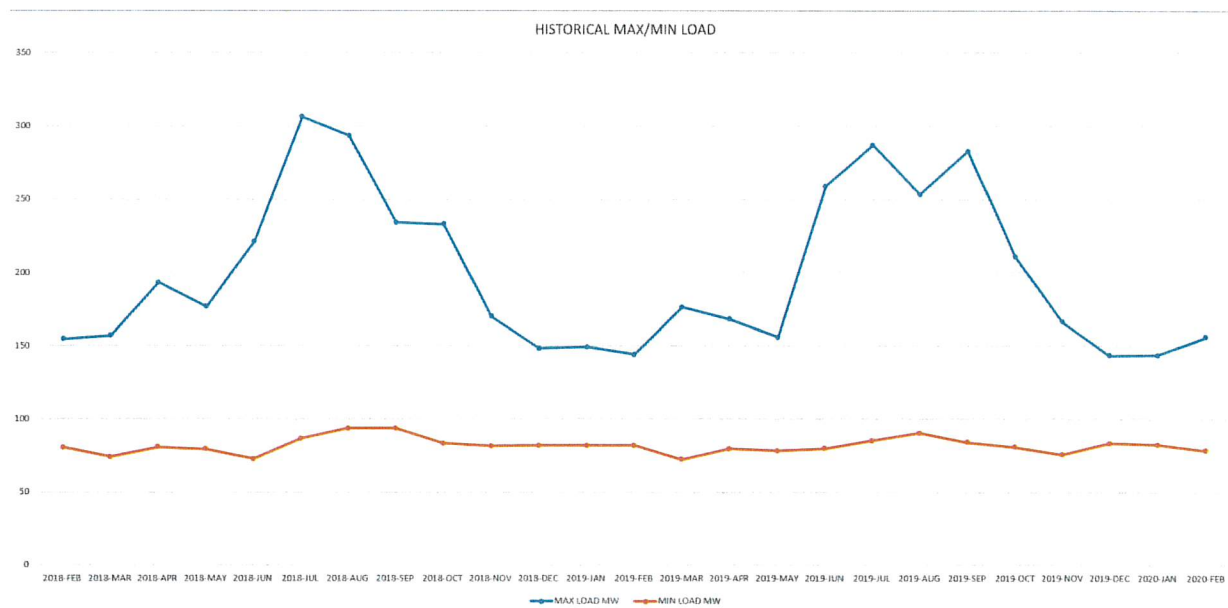
### Cyber Security Update – February 2020

BWP is currently implementing technology improvements which will impact the way cyber security data is gathered and metrics are reported going forward. BWP will make every effort to provide accurate and relevant data within these reports, however, as necessary technology improvements are required, these reports and the data referenced within them may change.

## POWER SUPPLY

### BWP SYSTEM OPERATIONS:

The maximum load for February 2020 was 156.1 MW at 2:55 PM on Friday, February 28, and the minimum load was 78.5 MW at 3:54 AM on Saturday, February 22.



Minimum load values corrected for Sept & Dec 2018.

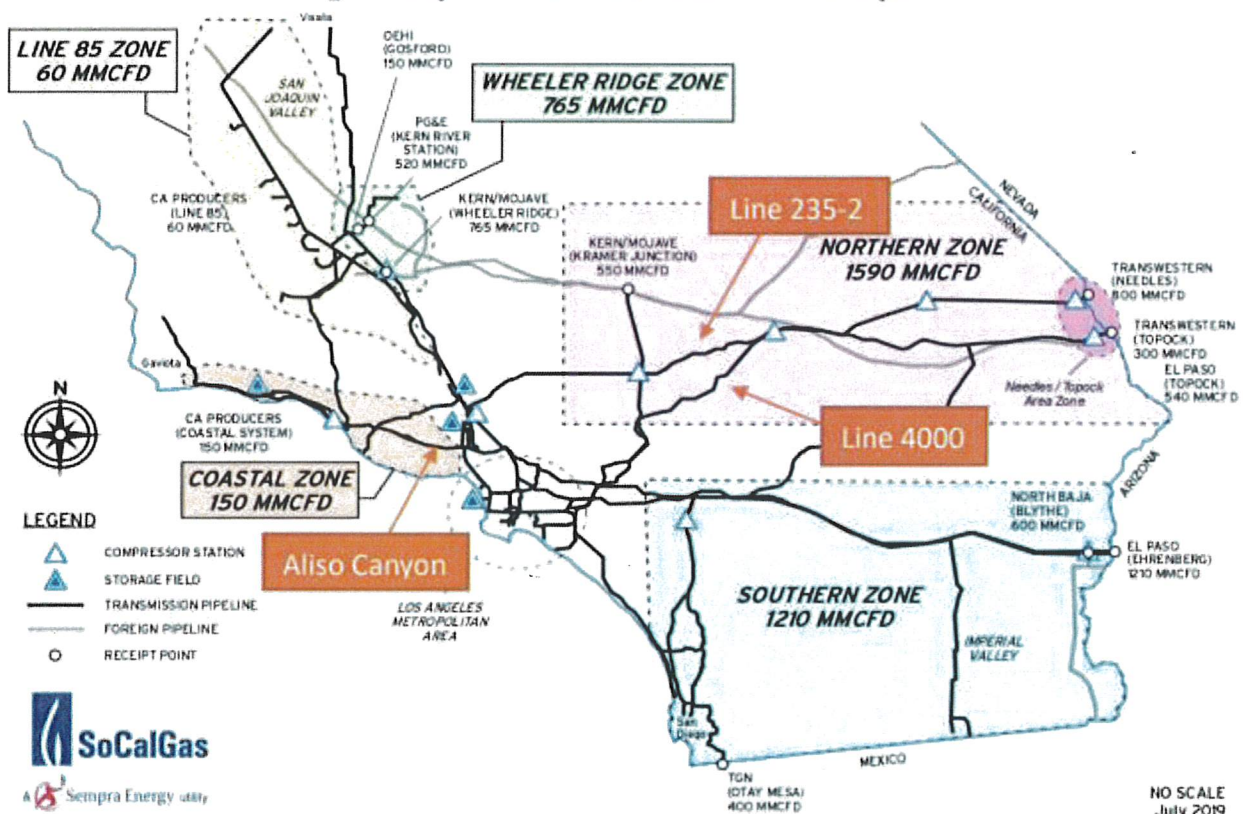
YEAR	MAX LOAD	MAX DATE
2020	156.1 MW	28-Feb-20 14:55:08
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

**The Burbank power system did not experience abnormal weather or natural gas supply issues for February 2020.**

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCal Gas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is

restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances. **The CPUC has begun posting redacted reports from SoCal Gas on 2019-20 winter withdrawals from Aliso Canyon. Aliso Canyon was used: six days in February (totaling 1.824 Bcf) without any operational anomalies or any Smart Therm demand response event declared; nine days in January (totaling 3.331 Bcf); and 19 days in December (totaling 7.042 Bcf).** This likely reduces the number and severity of single day gas price swings in the SoCal Gas system.

Image 1: Receipt Points & Transmission Zone Firm Capacities



### Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) was again removed from service on January 27, 2020 after a preliminary report was received indicating a single location that needed to be immediately remediated. The repair has been completed and the anticipated completion date for the re-pressurization process is February 16. The pipeline is expected to be back in service at a reduced pressure by February 17. The re-pressurization process has been progressing successfully thus far with one more leak survey to be completed before the pipeline can be returned to service.

### Line 4000

Following the Line 235-2 rupture, SoCal Gas reduced the pressure of Line 4000 (largely a 1960 vintage pipeline) because it is in the same “family” of pipelines as Line 235-2. SoCal Gas lowered the pressure to increase the factor of safety on the pipeline until SoCal Gas can conduct further analysis of Line 4000 based on what is learned from Line 235-

2. In addition, this increased safety margin reduced the safety risk to employees working on Line 235-2, which is in close proximity to Line 4000 for the first 5-6 miles.

Line 4000 was taken out of service on September 19 for validation digs. Line 4000 returned to service on October 24 at reduced pressure.

**ELECTRICITY GENERATION:**

**BWP Generating Facilities**

Unit	Availability	Operating Hrs	MWH (Net)	NO <sub>x</sub> (lbs)	Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	30	1,069	204	1
MPP	6%	44	5,335	991	3

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. **Lake One was placed online one time during the month of February.**

**Magnolia Power Project (MPP)**

	February	FYTD	YTD
Availability	6%	85%	49%
Unit Capacity Factor (240 MW)	3%	66%	35%

**MPP was offline from February 1-25, 2020 for installation of the GE enhancement hardware and upgrade of the Mark VI control system to Mark VIe. MPP was successfully restarted on February 25, 2020 and was shut down approximately six hours later to clean the fuel strainers. MPP was successfully restarted on February 27, 2020 and online for approximately seventeen hours until the steam turbine tripped offline due to a hydraulic system failure. Upon completion of repairs, the unit was successfully restarted on February 29, 2020. MPP will continue to undergo New Product Introduction testing and tuning as part of the GE enhancements.**

**Tieton Hydropower Project (Tieton)**

**Generation ended October 19, 2019 and maintenance work has been completed on Unit 2. Work on Unit 1 will also be complete in the upcoming weeks. It is anticipated that limited generation may begin in late March and the Rimrock reservoir that supplies water to Tieton, is currently at 71% full. It is estimated that with snowmelt, there will be between 2.5 and 3 reservoir fills which should result in a stronger generation season than the prior year.**

## **ENVIRONMENTAL**

### **Air Quality**

There are no air quality updates at this time.

### **Storm Water**

On February 9, 2020, a fourth set of storm water samples was collected at the BWP campus. Storm water samples are required to be analyzed by an independent laboratory and the results submitted to the State Water Resources Control Board's online reporting tool. The previous sample analytical results continue to indicate elevated levels of zinc. BWP is in the environmental review process for a storm water improvement project to address the storm water compliance issues.

## **PROJECT UPDATES:**

### **Power Resources**

#### **Transmission Update**

Negotiations with LADWP, for several existing Transmission Service Agreements, including those associated with Hoover Dam and IPP generation resources are ongoing. A one-year extension of the existing Hoover Transmission Service Agreement was approved by consent by City Council on August 13, 2019. The IPP related Transmission Service Agreement expires in 2027.

#### **Intermountain Power Project (Delta, UT) Renewal Progress**

LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, storage, and power generation at IPP. In the medium-term, the participants are targeting 30% green hydrogen combustion by July 2025, when the repowered project is scheduled to come on-line.

### **Power Generation**

#### **Landfill Gas to Energy (LFGTE) Project**

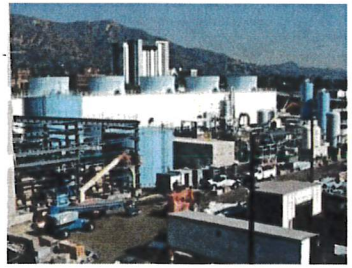
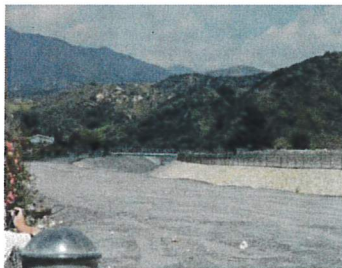
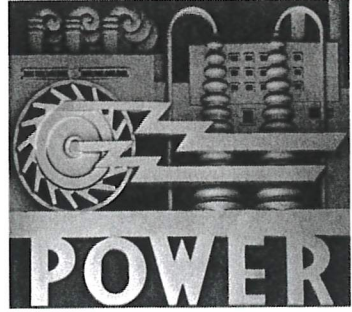
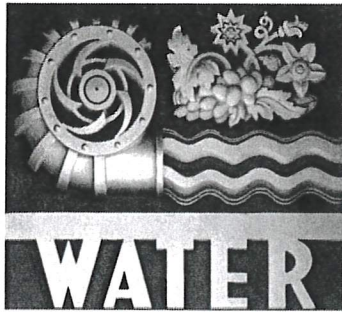
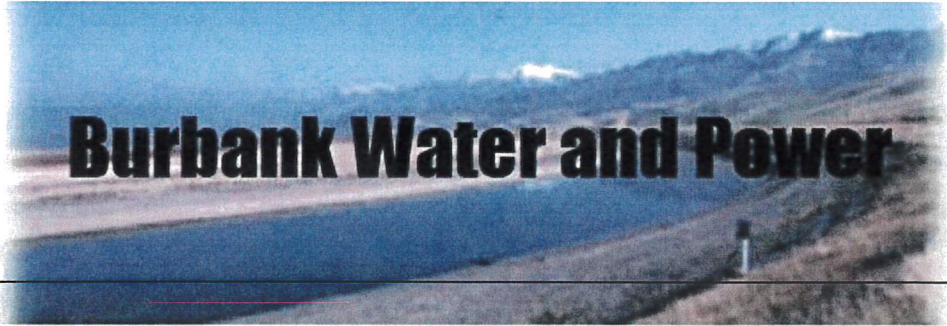
The LFGTE microturbines and gas conditioning skid are now fully operational and generating continuous power for the Burbank Electrical System. ACCO Engineered Systems has assumed responsibility for operating and maintaining the system for the first year.

The controls for the existing flare and new microturbine system have been integrated to allow synchronized operation. The LFGTE system is still being

monitored and tuned in order to meet the requirements of the landfill gas collection system.



LFGTE Installed System



**Estimated Financial Report  
February-20**



**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1) (2) (5)</sup>  
MTD and FYTD February 2020  
(\$ in 000's except MWh Sales)**

MTD FY 19-20	MTD Feb-20 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 19-20	FYTD Feb Budget
74,066	77,763	(3,697)	(5%) <sup>(a)</sup>	NEL MWh	738,073	781,0
				<b>Retail</b>		
\$ 11,137	\$ 11,248	\$ (110)	(1%)	Retail Sales	\$ 111,590	\$ 116,0
407	587	(181)	(31%) <sup>(b)</sup>	Other Revenues <sup>(3)</sup>	4,002	4,0
<u>8,778</u>	<u>8,831</u>	<u>53</u>	<u>1%</u> <sup>(c)</sup>	Retail Power Supply & Transmission	<u>71,586</u>	<u>79,0</u>
2,766	3,004	(238)	(8%)	<b>Retail Margin</b>	44,006	41,0
				<b>Wholesale</b>		
376	1,962	(1,587)	(81%)	Wholesale Sales	5,599	33,0
<u>326</u>	<u>1,913</u>	<u>1,587</u>	<u>83%</u>	Wholesale Power Supply	<u>5,113</u>	<u>32,0</u>
50	49	1	2%	<b>Wholesale Margin</b>	485	0
<u>2,816</u>	<u>3,053</u>	<u>(237)</u>	<u>(8%)</u>	<b>Gross Margin</b>	<u>44,491</u>	<u>42,0</u>
				<b>Operating Expenses</b>		
917	917	-	0%	Distribution	7,275	7,0
113	113	-	0%	Administration/Safety	896	0
228	228	-	0%	Finance, Fleet, & Warehouse	1,517	1,0
507	507	-	0%	Transfer to General Fund for Cost Allocation	4,058	4,0
446	446	-	0%	Customer Service, Marketing & Conservation	2,817	3,0
312	312	-	0%	Public Benefits	2,879	3,0
136	136	-	0%	Security/Oper Technology	1,562	1,0
110	110	-	0%	Telecom	818	0
183	183	-	0%	Construction & Maintenance	1,201	1,0
<u>1,575</u>	<u>1,575</u>	<u>-</u>	<u>0%</u>	Depreciation	<u>12,292</u>	<u>12,0</u>
4,526	4,526	-	0% <sup>(d)</sup>	Total Operating Expenses	35,316	37,0
<u>\$ (1,711)</u>	<u>\$ (1,474)</u>	<u>\$ (237)</u>	<u>(16%)</u>	<b>Operating Income/(Loss)</b>	<u>\$ 9,176</u>	<u>\$ 4,0</u>

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets <sup>(1) (2) (5)</sup>  
MTD and FYTD February 2020**

				(\$ in 000's)			
MTD FY 19-20	MTD Feb-20 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 19-20	FYTD Feb-2 Budget	
\$ (1,711)	\$ (1,474)	\$ (237)	(16%)	<b>Operating Income/(Loss)</b>	\$ 9,176	\$ 4,813	
				<b>Other Income/(Expenses)</b>			
162	162	-	0%	Interest Income	1,416	1,298	
106	106	-	0%	Other Income/(Expense) <sup>(4)</sup>	(2,503)	(2,586)	
(344)	(344)	-	0%	Bond Interest/ (Expense)	(2,755)	(2,755)	
(76)	(76)	-	0%	Total Other Income/(Expenses)	(3,841)	(4,043)	
(1,787)	(1,550)	(237)	(15%)	<b>Net Income</b>	5,335	770	
372	372	-	0%	Capital Contributions (AIC)	417	1,457	
<u>\$ (1,415)</u>	<u>\$ (1,178)</u>	<u>\$ (237)</u>	<u>(20%)</u>	<b>Net Change in Net Assets (Net Income)</b>	<u>\$ 5,751</u>	<u>\$ 2,227</u>	

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

5. MTD is estimated for February 2020; FYTD reports July 2019 through January 2020 actuals.

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets - Footnotes  
MTD February 2020  
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	74,066	77,763	(3,697)	- NEL is 5% lower than budget. For the month of Feb was 72.7°F, compared to the normal of 69.6°F. Monthly year average of 237.
b.	Other Revenues	407	587	(181)	- Other revenues include transmission, telecom and other items such as damaged property recovery, connection fees which tend to fluctuate.
c.	Retail Power Supply & Transmission	8,778	8,831	53	- The favorable variance is attributable to various costs in Retail Power Supply & Transmission. Please refer to page 5 for details.
d.	Total Operating Expenses	4,526	4,526	-	- Expenses for February 2020 are estimated at budget.

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD February 2020  
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	738,073	781,038	(42,965)	- NEL is 6% lower than budget. FYTD actual average high t October is 86.9°F and the 15 year summer average high te actual average low temperature from November to Februa average temperature is 44.2°F. FYTD CDD were 1,114 ve 1,109. FYTD HDD were 972 versus the 15 year average c
B.	Other Revenues	4,002	4,697	(694)	- Other revenues include transmission, telecom and internet items such as damaged property recovery, connection fees fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	71,586	79,945	8,359	- The favorable variance is attributable to various componen & Transmission. Please refer to page 6 for additional detail
D.	Finance, Fleet, & Warehouse	1,517	1,800	283	- The favorable variance is primarily attributable to budgetar positions, delayed spending on software support fees, and on other professional services.
E.	Customer Service, Marketing & Conservation	2,817	3,564	747	- The favorable variance is primarily attributable to budgetar positions, lower than planned spending on professional ser hardware.
F.	Public Benefits	2,879	3,230	351	- Lifeline discounts of \$344K are recorded as a reduction to as an expense. The balance of the variance is attributable retail sales.
G.	Security/Oper Technology	1,562	1,323	(238)	- The unfavorable variance is primarily attributable to less w timing of expenditures for software/hardware, and member unfavorable variance was partially offset by lower than plan professional services.
H.	Construction & Maintenance	1,201	1,460	259	- The favorable variance is primarily attributable to timing of services, more work performed for others than planned, a building grounds maintenance & repair.
I.	Other Income/(Expense)	(2,503)	(2,586)	83	- Other Income/(Expense) includes miscellaneous revenue f materials, inventory and assets, as well as the BABS subsi July 2019 includes a one-time pension payment to CalPER
J.	Capital Contributions (AIC)	417	1,457	(1,040)	- The unfavorable variance is primarily attributable to the tim

**Estimated February 2020 Budget to Actual P&L Variance Highlights - Electric Fund**  
(\$ in 000's)

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<b><u>MTD NET INCOME/(LOSS): (\$1,787)</u></b>		\$ (237)	\$ (237)
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales		(110)	(110)
Power Supply and Transmission			
- MPP was offline for turndown capacity implementation		(152)	(152)
- Lower transmission	76		76
- Lower retail load	68		68
- Lower than planned renewables	61		61
Other Revenues & Other income/(Expenses)		(181)	(181)
Wholesale Margin	1		1
<b>Total</b>	<b>206</b>	<b>(443)</b>	<b>(237)</b>

**Estimated February 2020 Budget to Actual P&L Variance Highlights - Electric Fund**  
(\$ in 000's)

	<b>Variance Fiscal Year-to-Date</b>		
	<b>Favorable Items</b>	<b>Unfavorable Items</b>	<b>Budget to Actual Variance</b>
<b><u>FYTD NET INCOME / (LOSS): \$5,335</u></b>	\$ 4,565		\$ 4,565
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Retail Sales		(4,981)	(4,981)
Power Supply and Transmission			
- Lower energy prices and economic dispatch	3,536		3,536
- Lower than planned annual true up	1,529		1,529
- Lower O&M expenses than planned	1,410		1,410
- Lower retail load	1,144		1,144
- Lower than planned transmission expenses	672		672
- Lower than planned renewables	68		68
Other Revenues		(694)	(694)
Wholesale Margin		(357)	(357)
<b>Total</b>	<b>8,359</b>	<b>(6,032)</b>	<b>2,327</b>
<b><u>FYTD EXPENSE AND OTHER VARIANCES</u></b>			
Distribution	153		153
Administration/Safety	81		81
Finance, Fleet, & Warehouse	283		283
Customer Service, Marketing & Conservation	747		747
Public Benefits	351		351
Security/Oper Technology		(238)	(238)
Telecom	95		95
Construction & Maintenance	259		259
Depreciation expense	304		304
All other	203		203
<b>Total</b>	<b>2,476</b>	<b>(238)</b>	<b>2,238</b>

**Burbank Water and Power  
Electric Fund (496)  
Estimated Statement of Cash Balances <sup>(a)</sup>  
(\$ in 000's)**

	Feb-20	Jan-20	Dec-19	Sep-19	Jun-19
<b>Cash and Investments</b>					
General Operating Reserve	\$ 65,972	\$ 67,879	\$ 67,481	\$ 62,047	\$ 67,320
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000
BWP Projects Reserve Deposits at SCPPA	17,022	17,020	17,014	16,912	16,817
Sub-Total Cash and Investments	<u>92,994</u>	<u>94,899</u>	<u>94,495</u>	<u>88,959</u>	<u>94,137</u>
Customer Deposits	(6,513)	(6,513)	(6,632)	(4,822)	(5,641)
Public Benefits Obligation	(7,190)	(6,852)	(7,125)	(6,607)	(6,069)
Pacific Northwest DC Intertie	(255)	(855)	(855)	(1,389)	(2,218)
Low Carbon Fuel Standard <sup>(c)</sup>	(2,267)	(2,267)	(2,267)	(2,267)	(2,267)
Cash and Investments (less Commitments)	<u><u>76,770</u></u>	<u><u>78,413</u></u>	<u><u>77,615</u></u>	<u><u>73,874</u></u>	<u><u>77,942</u></u>

(a) The Statement of Cash Balances may not add up due to rounding.

(b) Includes a \$3.95M loan to the Water Fund for the purchase of cyclic storage water.

(c) Denotes funds reserved related to the sale of Low Carbon Fuel Standard (LCFS) credits, net of Electric Vehicle charger infrastructure expenditures.

(d) Includes the sale of \$1.15M of LCFS credits.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets <sup>(1) (2) (5)</sup>  
MTD and FYTD February 2020  
(\$ in 000's except Gallons)**

MTD FY 19-20	MTD Feb-20 Budget	\$ Variance <sup>(2)</sup>	% Variance		FYTD FY 19-20	FYTD Feb-20 Budget
381	334	47	14% <sup>(a)</sup>	Water put into the system in Millions of Gallons	3,643	3,612
46	53	(7)	(14%) <sup>(b)</sup>	Metered Recycled Water in Millions of Gallons	643	664
				<b>Operating Revenues</b>		
2,413	1,944	\$ 468	24% <sup>(c)</sup>	Potable Water	19,922	19,716
197	219	(22)	(10%)	Recycled Water	2,697	2,721
68	62	6	10% <sup>(d)</sup>	Other Revenue <sup>(3)</sup>	526	495
<u>2,678</u>	<u>2,225</u>	<u>453</u>	<u>20%</u>	Total Operating Revenues	<u>23,145</u>	<u>22,932</u>
1,391	797	(594)	(74%) <sup>(e)</sup>	Water Supply Expense	8,938	8,726
<u>1,286</u>	<u>1,427</u>	<u>(141)</u>	<u>(10%)</u>	<b>Gross Margin</b>	<u>14,207</u>	<u>14,206</u>
				<b>Operating Expenses</b>		
675	675	-	0%	Operations & Maintenance - Potable	4,767	5,512
147	147	-	0%	Operations & Maintenance - Recycled	1,006	1,112
204	204	-	0%	Allocated O&M	1,443	1,660
172	172	-	0%	Transfer to General Fund for Cost Allocation	1,380	1,380
<u>370</u>	<u>370</u>	<u>-</u>	<u>0%</u>	Depreciation	<u>2,647</u>	<u>2,958</u>
1,569	1,569	-	0% <sup>(f)</sup>	Total Operating Expenses	11,243	12,622
				<b>Other Income/(Expenses)</b>		
21	21	-	0%	Interest Income	212	170
39	39	-	0%	Other Income/(Expense) <sup>(4)</sup>	(276)	(241)
(159)	(159)	-	0%	Bond Interest/(Expense)	(1,253)	(1,270)
<u>(99)</u>	<u>(99)</u>	<u>-</u>	<u>0%</u>	Total Other Income/(Expenses)	<u>(1,317)</u>	<u>(1,341)</u>
<u>(381)</u>	<u>(240)</u>	<u>(141)</u>	<u>(59%)</u>	<b>Net Income/(Loss)</b>	<u>1,647</u>	<u>243</u>
40	40	-	0%	Aid in Construction	53	323
<u>\$ (340)</u>	<u>\$ (199)</u>	<u>\$ (141)</u>	<u>(71%)</u>	<b>Net Change in Net Assets (Net Income)</b>	<u>\$ 1,700</u>	<u>\$ 566</u>

1. This report may not foot due to rounding.

2. ( ) = Unfavorable

3. Other Revenue includes items such as damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets.

5. MTD is estimated for February 2020; FYTD reports July 2019 through January 2020 actuals.



**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets - Footnotes  
MTD February 2020  
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	381	334	47	- Potable water demand was higher than budget. For the month of February temperature was 72.7°F, compared to the norm of 69.6°F. MTD HDD we year average of 237. Burbank received 0.06 inches of rainfall in February monthly norm of 4.48 inches.
b.	Recycled Water Usage in Millions of Gallons	46	53	(7)	- Recycled water demand was lower than budget. For the month of February temperature was 72.7°F, compared to the norm of 69.6°F. MTD HDD we year average of 237. Burbank received 0.06 inches of rainfall in February monthly norm of 4.48 inches.  MPP was offline most of the month for installation of the GE enhance the decrease in recycled water usage (the plant uses recycled water in it is online).
c.	Potable Water Revenue	2,413	1,944	468	- The WCAC impact increased potable water revenues by \$459k MTD. Without potable water revenues would be favorable by 0.5%.  WCAC Revenue  WCAC Expenses  <b>WCAC revenue deferral/(accrual)</b>  MWD invoice is higher than usual because Burbank was 100% dependent water from MWD (no local production) in February 2020 due to a coordin
d.	Other Revenue	68	62	6	- Other revenues include items such as damaged property recovery, connection and tampering fees, which tend to fluctuate.
e.	Water Supply Expense	1,391	797	(594)	- Water supply expense is higher than budget due to no water provided from using 100% more expensive treated water in Feb-20) due to a coordination Pumping Plant, and work performed on the B-5 connection, in tandem with Valley Forebay.
f.	Total Operating Expenses	1,569	1,569	-	- Expenses for February 2020 are at budgeted values.

**Burbank Water and Power  
Water Fund (497)  
Estimated Statement of Changes in Net Assets - Footnotes  
FYTD February 2020  
(\$ in 000's except Gallons)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	3,643	3,612	31	- FYTD Potable water sales are slightly higher than budget. Rainfall season inches, 6.32 inches less than the season norm of 12.8 inches. FYTD CDI the 15 year average of 1,109. FYTD HDD were 972 versus the 15 year av
B.	Metered Recycled Water in Millions of Gallons	643	664	(21)	- FYTD Recycled sales are slightly lower than budget. Rainfall season-to-date 6.32 inches less than the season norm of 12.8 inches. FYTD CDD were year average of 1,109. FYTD HDD were 972 versus the 15 year average  MPP was offline most of February for installation of the GE enhancement the decrease in recycled water usage (the plant uses recycled water in the it is online).
C.	Potable Water	19,922	19,716	206	- The WCAC impact increased potable water revenues by \$286k YTD. With potable revenues would be unfavorable by 0.4%  WCAC Revenue  WCAC Expenses  <b>WCAC revenue deferral/(accrual)</b>
D.	Other Revenue	526	495	31	- Other revenues include items such as damaged property recovery, connection and tampering fees, which tend to fluctuate.
E.	Water Supply Expense	8,938	8,726	(212)	- Water supply expense is higher than budget due to no water provided from (thus using 100% more expensive treated water in Feb-20) due to a coordination with the Valley Pumping Plant, and work performed on the B-5 connection, in tandem performed at the Valley Forebay.
F.	Operations & Maintenance - Potable	4,767	5,512	745	- The favorable variance is primarily attributable to budgetary savings due to and the timing of expenditures for other professional services.
G.	Other Income / (Expense)	(276)	(241)	(35)	- Other Income/(Expense) includes miscellaneous revenue from the sale of inventory and other assets, which tend to fluctuate. July 2019 includes a payment to CalPERS of \$671k.

**Estimated February 2020 Budget to Actual P&L Variance Highlights - Water Fund**  
 (\$ in 000's)

	<b>Variance Month-to-Date</b>		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<b><u>MTD NET INCOME (LOSS): (\$381)</u></b>		(141)	\$ (141)
<b><u>MTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	468		468
Recycled Revenues		(22)	(22)
Other Revenue	7		7
Water Supply Expense		(594)	(594)
<b>Total</b>	<u>475</u>	<u>(616)</u>	<u>(141)</u>

**Estimated February 2020 Budget to Actual P&L Variance Highlights - Water Fund**  
**(\$ in 000's)**

	Variance Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<b><u>FYTD NET INCOME: \$1,647</u></b>	\$ 1,404		\$ 1,404
<b><u>FYTD GROSS MARGIN VARIANCE</u></b>			
Potable Revenues	206		206
Recycled Revenues		(23)	(23)
Other Revenue	31		31
Water Supply Expense		(212)	(212)
<b>Total</b>	<u>237</u>	<u>(235)</u>	<u>2</u>
<b><u>FYTD O&amp;M AND OTHER VARIANCES</u></b>			
Potable O&M	745		745
Recycled Water O&M	106		106
Allocated O&M	217		217
Depreciation Expense	311		311
All Other	23		23
<b>Total</b>	<u>1,402</u>	<u>-</u>	<u>1,402</u>

**Water Fund (497)**  
**Estimated Statement of Changes in Cash and Investment Balances <sup>(a)</sup>**  
**(\$ in 000's)**

	<u>Feb-20</u>	<u>Jan-20</u>	<u>Dec-19</u>	<u>Sep-19</u>	<u>Jun-19</u>
<b>Cash and Investments</b>					
General Operating Reserves	\$ 8,382 <sup>(c)</sup>	\$ 17,043	\$ 16,341	\$ 13,174	\$ 11,555 <sup>(b)</sup>
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220
Sub-Total Cash and Investments	<u>10,602</u>	<u>19,263</u>	<u>18,561</u>	<u>15,394</u>	<u>13,775</u>
Customer Deposits	(1,055)	(1,130)	(1,214)	(1,252)	(1,454)
Cash and Investments (less commitments)	<u><b>9,547</b></u>	<u><b>18,133</b></u>	<u><b>17,347</b></u>	<u><b>14,142</b></u>	<u><b>12,321</b></u>

(a) The Statement of Cash Balances may not add up due to rounding.

(b) Includes a \$3.95M loan from the Electric Fund for the purchase of cyclic storage water.

(c) Includes \$8.92M payment of 12,208 Acre Feet of untreated water purchased from the Metropolitan Water District.

SENIOR CITIZEN BOARD

**DARK MEETING NOTICE**

PLEASE NOTE THAT THE SENIOR CITIZEN BOARD  
WILL GO DARK IN APRIL 2020

**There will not be a meeting on April 22, 2020**

The next regular meeting of the Senior Citizen Board will take place

**TBD**

1:00 p.m. – Joslyn Adult Center  
1301 W. Olive Avenue, Burbank

**Copies to:**

City Mgr. /Asst. City Mgr.  
City Clerk  
City Attorney

**Board Members:**

Lynn-White Shelby  
Bruce Oldham  
Ara Boyadjian  
William Smith  
Henry Diel  
Marva Murphy  
Perla Obal

**City Council:**

Emily Gabel-Luddy, Mayor  
Sharon Springer, Vice Mayor  
Bob Frutos, Council Member  
Timothy M. Murphy, Council Member  
Jess Talamantes, Council Member

**Department Staff:**

Marisa Garcia  
Kristen Smith  
Erin Barrows  
Diego Cevallos  
Mike del Campo  
Gwen Indermill  
Cathryn LaBrado  
Grace Coronado  
Kristen Hauptli  
Paula Ohan  
Meri Young

**Other:**

**Youth Board Liaison**  
**Public Information**  
**Building Maintenance**

Senior Citizen Board

*Angela Attaryan*  
Recording Secretary





APRIL 16, 2020

**CALL AND NOTICE OF A REGULAR MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, April 20, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

*Dial In: (978) 990-5000*

*Access Code: 880737#*

Members of the public also may observe the meeting online at the following address by clicking on Watch Live Stream:

<https://hollywoodburbankairport.com/airport-authority/commission-meeting-videos/>

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority



BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 20, 2020

9:00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

# AGENDA

Monday, April 20, 2020

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Finance and Administration Committee
      - (i) March 16, 2020 **[See page 1]**
  - b. Commission Minutes  
(For Approval)
    - 1) April 6, 2020 **[See page 3]**
  - c. Ratification of Emergency Short-Term Lease with  
California Department of General Services **[See page 9]**
6. ITEMS FOR COMMISSION DISCUSSION
  - a. Update: COVID-19 Impact Report **[No staff report]**
  - b. COVID-19, Discussion on Impacts to Revenues  
and Expenses **[No staff report]**
7. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
8. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, April 20, 2020

*[Regarding agenda items]*

### 5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. Approved minutes of the Finance and Administration Committee meeting of March 16, 2020 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 6, 2020 Commission meeting are attached for the Commission's review and approval.
- c. RATIFICATION OF EMERGENCY SHORT-TERM LEASE WITH CALIFORNIA DEPARTMENT OF GENERAL SERVICES. A staff report is attached. Staff seeks the Commission's ratification of the Executive Director's execution of an emergency short term lease with the California Department of General Services for use of one-half of available space in Hangar 40 to support the State's response to the COVID-19 pandemic.

### 6. ITEMS FOR COMMISSION DISCUSSION

- a. UPDATE: COVID-19 IMPACT REPORT. No staff report attached. Staff will update the Commission on the status of the impact of COVID-19 and an update of the CARES Act Airport Grants.
- b. COVID-19, DISCUSSION ON IMPACTS TO REVENUES AND EXPENSES. No staff report attached. Staff will discuss with the Commission forecasts of revenues and expenses for the 4<sup>th</sup> Quarter of FY 2020, and preliminary estimated actuals of FY 2020.